



# Checklist for McAllister Fund Application 2008

The Following Documents **MUST** be submitted with your full application.

<input type="checkbox"/> 1.	A recent appraisal (within the last year) of the conservation easement value, or fee title value if this is a fee title acquisition. (or a Certified Statement of Value under certain circumstances, see Appraisal Policy)
<input type="checkbox"/> 2.	Option or other purchase agreement signed by the landowner.
<input type="checkbox"/> 3.	Letters of support from: <input type="checkbox"/> Local Government where the project is located, <input type="checkbox"/> State Senator, and <input type="checkbox"/> State Representative who represent the project area
<input type="checkbox"/> 4.	Identified, and agreed upon, conservation easement holder.
<input type="checkbox"/> 5.	Sources of matching funds identified (extra points given if matching funds are secure)

In addition, please read, or submit, the following:

<input type="checkbox"/> 1.	Read and Understand the McAllister Fund Defining Principles and Eligible Costs Policy
<input type="checkbox"/> 2.	Complete application cover sheet
<input type="checkbox"/> 3.	Updated pre-application form (Review the original pre-application to see if any information has changed or new information needs to be added.)
<input type="checkbox"/> 4.	Project site map (attach a map of the parcel)
<input type="checkbox"/> 5.	Project budget (Show all sources of funds, amounts and all expenditures)
<input type="checkbox"/> 6.	Current Survey or Parcel description (will be entered into a GIS)
<input type="checkbox"/> 7.	Conservation Easement (If available - required before funds can be issued)
<input type="checkbox"/> 9.	Letters and resolutions of support from other partners (Include city, town, county, special service districts, local legislators, others. Refer to <i>McAllister Fund Defining Principles</i> for further guidance.)
<input type="checkbox"/> 10.	Project Narrative (10 pages or less. Refer to <i>Application form and Eligibility Requirements for Grants and Loans and Evaluation Criteria</i> , Part VII.)
<input type="checkbox"/> 11.	Project Time Line
<input type="checkbox"/> 12.	Phase I Environmental Assessment (If one has not been done, it will be required before funding)
<input type="checkbox"/> 13.	IRS letter (If applicant is a 501(c)(3) organization)

**Send An electronic copy of your application.** You may download a copy of the application form in Microsoft Word format, fill it out and return it by e-mail, or on a CD, DVD or other electronic media.

Or, If you cannot submit an electronic copy, obtain a copy of the form, by downloading it, or by calling our office to have it sent to you by mail, fill it out, and send 20 printed copies. **Also, send one copy of the application coversheet, with an original signature, by US Mail whether you submit an electronic copy or printed copies.**

The Application deadline is **Monday, July 14, 2008 at 5:00 PM**

Applications should be sent to:

Governor's Office of Planning and Budget  
Attn: John Bennett  
[jbennett@utah.gov](mailto:jbennett@utah.gov)  
Suite 150 Utah State Capitol Building  
Salt Lake City, Utah 84114

If you have questions or would like further information, contact us at (801) 538-1027, email [jbennett@utah.gov](mailto:jbennett@utah.gov) or fax (801) 538-1547.

Our web site is: [www.qualitygrowth.utah.gov](http://www.qualitygrowth.utah.gov)